

**Site Visit Programmatic Questions  
Wakota LifeCare Center – November 6, 2015**

**1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs?

**This grantee is meeting or exceeding all counts for programs they have outlined in their Work Plan.**

**2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?

**The most recent work plan has had minor modifications due to changing needs of the community. A short summary of the program will be included in the grantee's file. All programs outlined in the work plan are within 10% of grantee's goals.**

**3. Fiscal Review**

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

**The financial reconciliation has been recently initiated with this grantee. They did have questions on this procedure. No recent budget revisions have been requested.**

**4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form.  
**This form was explained and reviewed with the grantee.**

**5. 2014-16 Evaluation** (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.  
**A 2015-16 evaluation Plan was submitted on prenatal appointment follow up with clients. With the hiring of a new Executive Director, the evaluation may be revised. If revisions are deemed necessary by the new director, a new plan will be submitted by the end of November.**

**6. Positive Alternatives website**

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions  
**The PA MDH website was discussed.**

**7. Provide Updates**

- Have you made any changes to your application Face Sheet data?
- Do you want to revise your website posting?  
**Corrections for the Face Sheet data form will be sent in to the grant manager by the Executive Director. Also, corrections, if needed, will be sent to the grant manager.**

**8. Issues specific to this grantee**

**A new Executive Director has been recently hired by the Grantee. The previous Executive Director was with the Center for nearly 30 years. The change in staff will begin a new era for the Center with new goals and new future programming.**

**9. Tour of Facility**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

**A tour of the Center was given. The Center is on a main highway through the center of West Saint Paul and has easy access to Metro Transit. The Center is well organized and has an inviting atmosphere.**

**10. How can MDH be more supportive of your program?**

**Staff at this center were interested in a more precise definition of the term medically accurate and would especially like to have more suggestions for what materials are considered appropriate. Policy statements on this topic were shared and then sent to the staff.**

**11. Other?**

**Wakota LifeCare Center is currently experiencing a change in staffing with a newly hired Executive Director. The new director had questions on the PA grant and is anxious to responsibly administer the PA grant funds for the Center. She also has a plan to begin the process of planning for and developing a strategic proposal for the Center's Board of Directors with the idea that the Center may need to redevelop many of their programs.**

